

Registration Calendar

Late Adds, Drops, and Withdrawal Policies

The College in the Schools program is a sub-category of the Post-Secondary Enrollment Option (PSEO) program and therefore we mirror PSEO drop dates/guidelines.

Application Deadlines for College in the Schools

Applications are due as follows:

- Classes starting in the fall: May 1st
- Classes starting in the spring: December 1st

If a class is starting on a trimester or quarter schedule, we will work with schools individually for their application due dates.

Registration

Once a student's application has been received and admissions criteria have been met, they are admitted into the program. Students who do not meet admissions criteria are notified immediately so an alternative course can be explored at their high school. We do not allow students to take a College in the Schools course for high school credit only. Courses for College in the Schools are also "hidden" on the schedule so traditional students don't accidentally register for those courses. Therefore, we register College in the Schools students on their behalf.

Late Adds

Per our Adding Courses Policy (found in our [Catalog](#), page 15, top of the first column), "...Students may add courses through the online registration process through the first five (5) business days of fall and spring terms." We work directly with high school counselors who assist us in working with students to complete the application, provide testing information (if needed), and we will enroll them into the course. We give high schools until the first Friday of the course to add students to the class.

College in the Schools	Ridgewater College
No later than the first Friday of the course	No later than the 5 th business day

Drop and Withdrawal Deadlines

Per the [Minnesota State Legislative policy on PSEO](#), under Subd. 13 Financial Arrangements, it discusses not making payment for student who have "...officially withdrawn during the first 14 days of the semester...". This language is in reference to high school PSEO partnerships who contract directly with the Minnesota Department of Education's option to pay post-secondary institutions directly for their students taking PSEO. Therefore, Ridgewater College allows students to drop from their PSEO course within the first 14 days (10 business days) of the course without any penalty. A drop does not appear on the student's transcript. Because College in the Schools is a sub-category under PSEO, we also use this same drop deadline.

After those first 14 days (10 business days), the last date to withdraw varies. Per our Tuition and Fee's policy (found in our [Catalog](#), page 15, bottom of the first column), "...For courses not on a standard academic semester schedule, the final date for official course withdrawal shall be established as the date on which 80-percent of the instructional days for the course have elapsed."

From day 15 through the 80-percent date, if a student withdraws, they'll receive a "W" on their transcript.

College in the Schools	Ridgewater College
Drop: 10 th business day of the semester	Drop: 5 th business day of the semester
Withdraw: Date when 80% of instructional days have elapsed. Varies based on high school calendar.	Withdraw: Date when 80% of the academic semester have elapsed.

You will notice in many of our materials, we reference the first Friday of the course as the "date the make changes." The consistent date has worked well for us, our students, and the high schools. Dropping a class during the second week (typically days 6-10) is still permitted, however, we focus on the student's success in the class. Switching classes on day 6-10 already puts the student behind by a week or more and that is not the best experience for a student. So while we do allow for a later drop, we do encourage students to make their decision by that first Friday.

Notification of Drop and Withdrawal Deadlines

Because the start date for a class at the high school varies from district to district, our program sends a packet of information to the student and their family. It includes a letter with the specific drop date deadline. High school counselors are also sent a copy of the letter students receive in order to help advise students appropriately should they consider dropping or withdrawing. A sample of this letter can be found in the evidence folder S3.